

RESOLUTION NO. _____

**A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN
JOSE AMENDING THE CITY OF SAN JOSE PAY PLAN**

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SAN JOSE THAT:

1. The City Council hereby approves an amendment to the City of San Jose Pay Plan effective March 8, 2011 as follows:
 - a. Create the new classification of Environmental Sustainability Manager (8206) with a pay range of \$102,960 – \$128,236.42 annually; and
 - b. Change the job classification title of Retirement Investment Officer (7504) to the new title of Investment Officer.
2. The memorandum to the Mayor and City Council dated February 14, 2011, from the Acting Director of Human Resources recommending the amendment to the City of San Jose Pay Plan is attached as Attachment A and incorporated in this Resolution.

ADOPTED this _____ day of _____, 2011, by the following vote:

AYES:

NOES:

ABSENT:

DISQUALIFIED:

CHUCK REED
Mayor

ATTEST:

DENNIS D. HAWKINS, CMC
City Clerk



Memorandum

TO: HONORABLE MAYOR
AND CITY COUNCIL

FROM: Kay Winer

SUBJECT: AMENDMENTS TO THE CITY
PAY PLAN FOR VARIOUS
CLASSIFICATIONS

DATE: February 14, 2011

Approved

Date

RECOMMENDATION

Adoption of a resolution to:

1. Amend the City of San Jose Pay Plan effective March 8, 2011 to create the following classification:
 - a. Environmental Sustainability Manager (8206)
2. Amend the City of San Jose Pay Plan effective March 8, 2011 to change the job classification title of:
 - a. Investment Officer (7504) (formerly titled Retirement Investment Officer)

OUTCOME

If the above recommendations are approved, the City of San Jose Pay Plan will be amended to add the classifications of Environmental Sustainability Manager (8206) and change the classification title for Investment Officer (7504) (formerly titled Retirement Investment Officer).

BACKGROUND

When new job classifications are added or deleted, job titles are changed, or salaries are revised, relevant resolutions must be amended. The City Pay Plan reflects all job classification and compensation changes made through Council Resolution and is on file in the Human Resources Department and published on the City's internet and intranet sites.

ANALYSIS

Creation of New Classifications

- a. Environmental Sustainability Manager (8206) with an annual pay range of \$102,960 - \$128,236.42. This class is designed to develop and administer a comprehensive program of initiatives to support implementation of the City's Green Vision and direct the activities and programs of the Sustainability and Compliance Division. This is a single position class assigned to the Environmental Services Department, Technical Services Division, reporting to the Assistant Director. A separate classification is appropriate due to the specialized nature of the work. The salary range is equivalent to the current on-going pay range for Administrative Officer, which is work at a similar level of complexity. FY10-11 one-time reductions will be applied to the pay range once the class is created.

Classification Title Changes

- a. Investment Officer (7504) (formerly titled Retirement Investment Officer). The class is being re-titled and the job specification revised to include the duties of a position in the Finance Department responsible for fixed income portfolio management of the City's operating funds. It is appropriate to include these related duties in one classification with a more general title.

PUBLIC OUTREACH/INTEREST

- Criterion 1:** Requires Council action on the use of public funds equal to \$1 million or greater. **(Required: Website Posting)**
- Criterion 2:** Adoption of a new or revised policy that may have implications for public health, safety, quality of life, or financial/economic vitality of the City. **(Required: E-mail and Website Posting)**
- Criterion 3:** Consideration of proposed changes to service delivery, programs, staffing that may have impacts to community services and have been identified by staff, Council or a Community group that requires special outreach. **(Required: E-mail, Website Posting, Community Meetings, Notice in appropriate newspapers)**

Although this does not meet any of the above criteria, this memo will be posted on the City's website for the March 8, 2011 Council meeting.

HONORABLE MAYOR AND CITY COUNCIL

February 14, 2011

Subject: Amendments to City Pay Plan

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COORDINATION

This memorandum was coordinated with the Budget Office, Office of Employee Relations, the City Attorney's Office and the Human Resources Department.

CEQA

Not a project, File No. PP10-068 (b), Municipal Code, Title 3

/s/

KAY WINER

Director, Human Resources Department

For questions please contact Sarah Nunes, Employment Manager, at 975-1458.

Attachments:

Environmental Sustainability Manager (8206)

Investment Officer (7504)